UNITED
NATIONS

ST

Secretariat

ST/AI/396/Add.1
13 July 1994

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

Addendum

1. The purpose of the present addendum to administrative instruction ST/AI/396 of 29 June 1994 is to announce specific entrance criteria applicable to examination for photography which will be offered in addition to the examinations announced in ST/AI/396.

2. Owing to the special technical nature of photography, staff members in the General Service and related categories, including the Field Service category up to and including the FS-5 level, must satisfy the following criteria in addition to the normal entrance requirements set forth in paragraphs 8 to 12 of ST/AI/396: have at least five years of experience in photography, either at the United Nations or outside; such experience should include, but not be limited to, such professional duties as:

(a) Freelance photojournalism (certifications and portfolios to be shown);

(b) Field coverage photography (certified from employment records);

(c) Demonstrated ability for art photography (exhibitions, competitions, awards, portfolios to be certified, particularly in the area of portrait-taking);

(d) Demonstrated knowledge and experience of the technical aspects of photography, including laboratory work, printing, and distribution of photos through the use of the most up-to-date equipment.

3. An application form for the occupation of photography is annexed to the present addendum.

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Annex

APPLICATION FOR THE 1994 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. IT IS THE RESPONSIBILITY OF THE CANDIDATES TO INFORM THE SECRETARY OF CEB OF ANY CHANGES IN THE INFORMATION INDICATED IN THE APPLICATION FORM.

N.B. The deadline for receipt of applications by CEB (United Nations Headquarters) is 14 October 1994.

SECTION I. PERSONAL DATA

Please use a typewriter or print legibly.

Last name (family name): | | | | | | | | | | | | | | | | | |

First name: | | | | | | | | | | | | | | | | |

Date of birth: Day | | Month | | Year | | | |

Sex: F ☐ M ☐ Index No. | | | | | | | a/

Nationality: | | | | | | | | | | | | | | | | |

Category: | | Present level: | |

Date of entry in United Nations Secretariat: Day | | Month | | Year | | | |

Type of appointment: Fixed term ☐ Probationary ☐ Permanent ☐

Expiration or review date: Day | | Month | | Year | | | |

Main language: (Mother tongue) | |

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Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ POLITICAL AFFAIRS ☐ PUBLIC INFORMATION ☐

ECONOMICS ☐ LIBRARY ☐ PHOTOGRAPHY ☐ SOCIAL AFFAIRS ☐

Date of latest performance evaluation report: Day ☐☐ Month ☐☐ Year ☐☐☐☐ b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Owing to time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number to facilitate communications from Headquarters of an urgent nature.)

Were you convoked to sit for previous G-to-P examinations? No ☐

If yes, WHEN? 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No ☐

Yes, in: 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐

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a/ Appears normally on your monthly salary statement, P.5 forms or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary level, indicating the certificate, diploma or degree received.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO DO SO WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

Candidates who applied to take last year's (1993) G-to-P examination and have nothing new to add to this section may substitute a photocopy of section II of last year's application or may indicate that the information is on file by checking here _____.

CERTIFICATE, DEGREE OR DIPLOMA Exact title in original language. For work towards a degree, please list number of credits	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY Month Year	DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
Secondary studies		From: 19	
		To: 19	
Post-secondary studies		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	

If you need more space, attach additional pages. In accordance with paragraph 2 (a), (b) and (c) of the present addendum, certifications and portfolios must be submitted with this application form.

SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability in the boxes below using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language course, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (period(s) of study)

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐

Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ POLITICAL AFFAIRS ☐ PUBLIC INFORMATION ☐

ECONOMICS ☐ LIBRARY ☐ PHOTOGRAPHY ☐ SOCIAL AFFAIRS ☐

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 ☐

(b) Written part, general paper, section 2 ☐

(c) Written part, specialized paper ☐

(d) Oral part ☐

(Write language in full for each part of the examination in appropriate boxes.)

If you plan to write section 2 in a working language of a regional commission, other than English or French, please indicate in which of the working languages of the Secretariat you wish to take the special language test.

English ☐ French ☐

Main language (Mother tongue) ☐

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (PhD., etc.) ☐

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SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 14 October 1994 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2535F
United Nations Secretariat
New York, N.Y. 10017, USA

For duty stations other than New York, please use the United Nations pouch.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____

_____

_____

_____

_____

_____

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☐ MOST RECENT PERFORMANCE EVALUATION REPORT

COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

The information below will be used as your mailing label; please print or write legibly.

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

CEB STAMP

YOU ARE RESPONSIBLE FOR REPORTING ANY SUBSEQUENT CHANGES IN YOUR ADDRESS TO THE SECRETARY OF CEB IMMEDIATELY.

This portion will be returned to you to acknowledge receipt of your application.